

Clean Vehicle Dealer and Seller Energy Credits Online Registration

User Guide

WIRS

This is the first release of **Energy Credits Online**. Future releases will contain enhanced functionality.

Register Your Business

If your dealership runs into difficulty at any point in the registration process, please contact the IRS through secure messaging using your <u>IRS</u> <u>Energy Credits Online account</u>.

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This guide is meant for an example of how to register. It is not intended to cover every scenario. This user guide is meant to help dealerships and sellers of clean vehicles register for an online account and a dealer registration so that time of sale reports can be filed, and advance payments can be made.

The IRS uses ID.me, a technology provider, to provide identity verification and sign-in services.

- If you have an ID.me account, just sign in. Don't create a new ID.me account for your business.
- If you're a new user, have your photo identification ready. Verify your personal identity
 - not your business information with ID.me.

Have the following items on hand for registration:

- Business name as listed on Federal tax return.
- Business EIN
- If a licensed dealer, dealer license number
 - If your business has more than one, only one is needed. This is the dealer license number that will be used on all your clean vehicle credit sale reports.
- A file copy of the dealer license with .pdf, .png or .jpg extension
- Bank account and routing number if registering for credit transfer.

Notes to users:

- The first user to register on behalf of an entity will be assigned as a 'Clean Energy Officer' for the entity.
- Once the first user has created an account for the organization, additional users can be added with approval from the Clean Energy Officer. Publication 5902, Clean Energy Authorization Permission Management User Guide explains the different roles of each user and will walk you through on how to add additional users.
- The business needs to be in tax compliance for advance payments, if non-compliant you will not be able to complete registration for advance payments. Visit **IRS.gov/payments** to make a payment.





An official website of the United States government Here's how you know 🗸 **MIRS** Help 🗹 🕞 Logout Business tax accounts are currently limited to Sole Proprietors. Based on our records, you may not have access to a business tax account. Reasons why you may not have access: You are not the sole proprietor nor a designated employee of a sole proprietorship You are a sole proprietorship, but don't have an Employer Identification Number (EIN) · You recently registered your business (it could take up to 7 business days for the business to show up in your account) Your authorized access expired You declined or failed to accept role within 45 days. Contact your sole proprietor for re-designation. · Sole proprietor removed you as an authorized business user Think you should have access? Reach out to your sole proprietor. **Click on start** Clean Energy and Manufacturing Credits Individual Online Account authorization The Inflation Reduction Act (IRA) and the Chips and Science Act (CHIPS Act) If you file taxes as an individual, don't have an Employer Identification Number for clean energy offer credits for clean energy and manufacturing investments. Start the (EIN), or don't use an EIN for tax filing purposes, visit your individual online business account authorization process to determine if you may be eligible for credits. account to view income tax information. authorization and ·····<mark>·····›</mark> START AUTHORIZATION + GO TO INDIVIDUAL ACCOUNT that will take you Related to the 1st step of the creation of Learn more about business tax account you clean energy business account.



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Clean Vehicle Credits

Dealer/Seller Landing Page





Dealer/Seller Time of Sale Registration

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Dealer/Seller Advance Payment Registrations

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📒 An official website of the United States government Here's how you know 🗸 **WIRS** Clean Energy Clean Energy / Dealers and Sellers / Dealer Registration Form **Dealer Registration Form** Once reviewed by the IRS, you will receive a success Success! message and your You have registered to receive Advanced Payments. Find your Dealer Registration ID below. Note this number for your records. dealer registration ID will be below. Summary Review the information below. Edit contact details in the Dealer Information table. For other changes, you'll need to resubmit the form. Use the "Resubmit Registration" button at the bottom of the page. Dealer Registration ID: GRGU12341234 **Dealer Banking Information** Account Number XXXXXXXXXXX1234 XXXXX1234 **Routing Number** Attestation Having checked this box, I declare under penalties of perjury that the information is true, correct and complete to the best of my knowledge and belief. **Dealer Information** 🕑 Edit Phone and Email Dealer Name Mulberry Vehicle Sales XX-XXX1234 Employer ID Number (EIN) Authorized Official Name James Mulberry Mailing Address 123 Faster Horse Ave, New York, NY 10001 Phone Number 123-555-7890 Email Address James.Mulberry@example.com Are you a state licensed dealer? Yes State/Territory of Licensure New York State Dealer License Number 03G4UA1234 **Attachments and Signature** Attachments dealer_state_license.pdf Attestation Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. RESUBMIT REGISTRATION **WIRS** Privacy Policy 🗹 | Accessibility 🖒



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123-456-7890	
Email Address *	
For example: abc123@example.com james.mulberry@example.com	
James.nutben y@example.com	
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Dealer/Seller Resubmit Registration

An official website of	he United States government. Here's how you know	
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		Mulherry Vehicle Sales
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	Mailing Address	123 Faster Horse Ave, New York, NY 10001
	Phone Number	123-555-7890
	Email Address	James.Mulberry@example.com
	Are you a state licensed dealer?	Yes
	State/Territory of Licensure	New York
	State Dealer License Number	03G4UA1234
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